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FROM: D/GG
 SUBJ: Info. requested in Staff Meeting regarding Career Service

I. Senior Analyst

Objectives: To provide, over a period of years, the following on-the-job experiences and extra-divisional training which will assist in the maximum development of any low-graded analyst so that he may achieve the highest possible position in the field--senior analyst.

A. An opportunity to learn his countries or regions of specialization by:

1. Daily perusal of pertinent intelligence materials, covert and overt, for an extended period.
2. Visit his area or areas for 3 months at approximately every four years.
3. Where area travel is impossible, then trips to analogous areas abroad or in this country.
4. In addition to 2. above a 3 to 4 month procurement mission to his area and/or surrounding areas is recommended.
5. Should the analyst be assigned to a new area he should have the opportunity to attend a quarter or semester regional geography course covering his new area.

B. An opportunity to develop his research abilities by:

1. A thorough introduction to the research facilities in and outside of Washington.
2. A thorough introduction into the research methods as practiced in the Geography Division.
3. Strong encouragement to experiment with new research methods or to introduce methods not at present practiced in D/GG.
4. Experience in producing at least one of the many types of reports put out by D/GG.
5. Developing a geographic reading knowledge of German and one other Indo-European language. Analysts working in the Far East should have an opportunity to learn Chinese or Japanese in lieu of the Indo-European language.
6. Thorough guidance from the Editorial Staff in all forms of written and graphic presentation.
7. After a period of years a short refresher course in geographic techniques and methods.
8. Periodic short courses in the technical aspects of his field (e.g., E & E).

C. An opportunity to practice coordination and make

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1. Serving one year and/or coordinating at least two NIS Chapters IX and several Sections 19. on the Coordination Staff.
2. Serving on inter-branch, inter-regional and even inter-area committees occasionally.

II. Branch Chiefs

The necessary experiences to be had and training to be taken for a branch chief are the same as for a senior analyst. In addition he should have:

1. Knowledge of and research experience in two or more countries--groupings or areas in his region.
2. Experience as deputy branch chief.
3. Experience in substantively editing other analysts work.
4. Experience in directing the research of subordinate analysts.
5. Training courses in administration and management.

It is understood that in the case of the branch chief he will have acquired his experience and training prior to assuming his supervisory position.